

Professional and Managerial Branch
Planning Group
Transit Series

TRANSIT PLANNER

09/00 (REB)

Summary

Under general supervision, perform professional public transportation planning work.

Typical Duties

Participate in development, maintenance and revision of mass transit strategies. Involves: devising recommending, and organizing new and changed transit services; collecting and analyzing data on land use, socioeconomic indicators, projected costs, actual and potential ridership levels and related issues to evaluate service potential and cost effectiveness of proposed transit services, or other related planning goals; proposing or evaluating routes, headways, transit stops, traffic flow and related data to improve services; monitoring and assessing implementation of service standards; assisting in creation of questionnaires and data collection forms for transit studies; planning and conducting surveys or other research to identify innovations and determine acceptability of services to actual or potential passengers; assisting in introduction of current or proposed outreach transit programs, for such targeted groups as students, the elderly or people with disabilities; analyzing pertinent federal, state and local regulations and reviewing specifications for specialized transportation equipment for compliance, or making other recommendations for department practices; maintaining records and preparing reports in oral or written form; participating in meetings with advisory committees, citizens' and civic groups; providing information for use in preparation of promotional materials.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: substituting for supervisor, coworkers or subordinates as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded supervisory or non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Transportation, Transit or Urban Planning, or a closely related field; or a Bachelor's Degree in Business or Public Administration, or a related field plus one (1) year professional experience in transportation, transit or urban planning or a related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: transportation and mass transit planning principles and practices; research methodology. Some knowledge of: statistics; public and passenger transportation and mobility needs; federal, state and local regulations regarding transportation; transportation facilities and equipment.

Ability to: plan and conduct mass transit operations studies and investigations; analyze information and procedures to recommend changes in services; establish and maintain effective working relationships with officials, fellow employees and the public; read and understand federal, state and local regulations and ordinances; express oneself clearly and concisely, both orally and in writing; maintain records and prepare reports.

Skill in safe operation and care of: personal computer or network workstation; and generic business productivity software; common office equipment; motor vehicle.

Physical Effort and Work Environment: Occasional: exposure to inclement weather; driving through city traffic.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head